

The GRADUATE AND PROFESSIONAL STUDENT COUNCIL CONSTITUTION

Southern Illinois University Carbondale

ARTICLE I - Name and Purpose

1. The Graduate and Professional Student Council (hereafter referred to as GPSC) shall be the official representative body of the graduate and professional student constituency.
2. The graduate and professional student constituency shall consist of all full and part-time graduate and professional students who are currently enrolled at Southern Illinois University Carbondale.
3. GPSC exists to provide the opportunity for collective participation by graduate and professional students in promoting educational/professional advancement and the social welfare of the community.
4. GPSC will serve the needs of graduate and professional students.
5. GPSC shall work to ensure the fair and equitable treatment of graduate and professional students by administration, staff, and faculty of Southern Illinois University Carbondale.
6. GPSC along with the Undergraduate Student Government (USG) shall conduct the Student Trustee Elections according to the Student Trustee Election By-Laws.
7. This Constitution operates under the privileges and responsibilities granted by the Board of Trustees of Southern Illinois University Charter and by the laws of the State of Illinois.

Mission Statement: GPSC works to ensure the fair and equitable treatment of graduate and professional students by administration, staff, and faculty of Southern Illinois University Carbondale. GPSC provides support, to promotes the educational/professional advancement of, and the social welfare of the graduate and professional student community. GPSC is committed to creating and maintaining an anti-racist and anti-discriminatory campus.

ARTICLE II - Membership and Voting

1. To become voting members of GPSC, the graduate or professional student must turn in a council membership form to the Vice President for Administrative Affairs.
 - 1.1. If a membership is protested, the petitioner must collect signatures from graduate students in the area in which they wish to represent.
2. Voting members of GPSC shall be restricted to those members who are duly elected or appointed as representatives of a graduate degree program, graduate certificate program, or a registered student organization (RSO) focused on serving graduate and/or professional students.
3. All voting representatives shall be designated as the official representative from a graduate degree program, graduate certificate program, or RSO as follows:
 - 3.1. If a student organization for the program exists, a letter/email from the RSO president, or similar letter/email from the faculty director or administrator of the program, or;
 - 3.2. If not, signatures of 10 students (or 20% of total, if the total is less than 50 than rounded to lowest whole number) from the respective program.
 - 3.3. RSO Representation Requirement
Each registered student organization (RSO) recognized under GPSC

membership shall designate one official representative for each academic year. This representative shall serve as the primary liaison between GPSC and the RSO and must comply with all requirements outlined in the GPSC By-Laws.

4. Additionally, graduate students shall be entitled to a(n) (at-large) voting seat on GPSC provided they present a petition signed by 20 unclassified graduate students (containing the student's name, signature, and university email). There will be no more than five (at-large) members on GPSC during any academic year.
5. GPSC shall hold annual elections for all GPSC Officers and Graduate Council Representatives. These elections are to be held during Spring Semester of each year.
6. All regular and special elections shall be conducted in accordance with the specifications set out in the GPSC by-laws.

ARTICLE III - Officers

1. The elected officers of the GPSC shall be the President, Vice President for Administrative Affairs, and Vice President for Graduate School Affairs.
 - 1.1. The President shall be the chief executive of GPSC and shall conduct the affairs of GPSC in accordance with this Constitution, By-Laws, and resolutions of the Council. The President shall be responsible for notifying representatives of meetings, issuing an agenda for each meeting, and directing all committee appointments, except Committees as described under the by-laws. As the chief executive, the vice presidents and the office staff report to the president.
 - 1.2. The Vice President for Administrative Affairs ("VPA") is the administrative and chief financial officer of GPSC and is responsible for the certification of all council representatives and chairing GPSC meetings in the President's absence or at the President's request. The VPA shall maintain, in good order, a current record of GPSC financial affairs, provide GPSC with regular financial reports, and keep a record of all of official meetings and all other GPSC files and records.
 - 1.3. The Vice President for Graduate School Affairs ("VPG") shall be the official liaison between GPSC and the Graduate School, communicating with all areas of Academic Affairs. The VPG shall research and report on issues as required by the President or the Council. The VPG further serves as a resource base for all graduate and professional students by keeping abreast of issues under consideration by the Graduate School and all other issues affecting graduate students. The VPG will meet regularly with the Dean of the Graduate School.
 - 1.3.1. The VPG serves as a member, and the de-facto chair, of the GPSC Graduate Council representatives. The GPSC Graduate Council Representatives are charged with serving as liaisons between GPSC and the Graduate Council.
 - 1.4. Representatives shall present GPSC with resolutions, bills, and opinions as necessary to protect the interests of the graduate and professional students as needed, independent of the VPG.
 - 1.5. No executive council member should exceed two consecutive terms in one position and no more than 4 total on the executive council.
 - 1.6. President serves a full calendar year beginning in May. Vice Presidents for Administrative Affairs and Graduate Affairs shall serve the full academic year following election to the position.

ARTICLE IV - Boards and Committees

1. GPSC shall have two Constitutional Boards: Executive and Fee Allocation.
 - 1.1. The GPSC President, GPSC Vice President for Administrative Affairs, GPSC Vice President for Graduate Affairs shall host the Executive Board, and it shall be comprised of the chairs of the following committees: Public Relations, Recruitment, Internal Affairs, Programming, and Governing Documents.
 - 1.1.1. Ex. Officio seats shall be offered every year to the USG President, Student Trustee, and GAU President
 - 1.1.2. Any past executive council members who are still enrolled graduate/professional students may be appointed by the GPSC President.
 - 1.2. The Executive Board shall have general control of the GPSC's meeting agenda and perform other duties as deemed appropriate by the President. The Executive Board shall create standing and ad hoc committees by resolution.
 - 1.3. The Fee Allocation Board shall supervise the allocation of funds available to graduate and professional recognized student organizations (RSOs).
2. GPSC constitutional boards shall by resolution establish further charges, operating specifications, membership requirements, and responsibilities for all other standing GPSC committees/boards.
3. All members of the graduate and professional student body shall be eligible for all committee or board appointments, except for the de-facto members of the Executive and Fee Allocation boards.

ARTICLE V - Meeting Procedures

1. The business of GPSC meetings shall be conducted using a modified version of Robert's Rules of Order, unless other procedure is specified in this Constitution.
2. Friendly amendments (amendments suggested during discussion and accepted by the movant or sponsor of the item) shall require no vote and shall be accepted as if made as part of the original motion or agenda item.
3. The President shall schedule no less than five meetings each fall and spring semester, on alternating weeks of the month according to the current year's academic calendar.
4. At any meeting any Representative shall have the privilege to submit and make a motion on any topic relevant to the meeting's agenda.
5. Special meetings shall be called at the discretion of the President or by a written/digital petition of a minimum of 20% of the representatives.
 - 5.1. No less than two days' notice shall be given for special meetings. Announcements of such meetings shall be publicly announced in at least two different methods of communication (i.e. posted on the GPSC website, GPSC social media, school newspaper, official email)
6. A minimum 50% of current council voting members, a quorum, must be present to conduct any official council business.
7. An affirmative vote on a resolution or motion shall require a simple majority of the official voting members in attendance.
 - 7.1. The GPSC President shall abstain from all votes, except in the case of a tie, where they will break the tie.

- 7.2. In accordance with the sunshine laws of the state of Illinois, all meetings shall be open to the public unless otherwise specified on the agenda two days prior to the scheduled meeting date. The meeting minutes will be available to the public through the GPSC website.

ARTICLE VI - Amendments

1. The GPSC Constitution and By-Laws may be amended by current voting members.
2. Notice of motions to amend the GPSC Constitution and/or By-Laws must be introduced to the Council during a regular meeting for discussion only, with a vote at the following meeting; or communicated to the council two weeks in advance (preference given to whichever option provides for the most notice).
3. All amendments require approval by at least a two-thirds majority vote of members present at the regular or special meeting.

Graduate and Professional Student Council BY-LAWS

ARTICLE I - Name and Object

(No by-laws relate to this article of the Constitution.)

ARTICLE II - Membership

1. Each graduate degree program, graduate certificate program, and professional program shall have one voting representative.
2. GPSC representatives may delegate a proxy for representation at GPSC meetings. Proxies must provide the Vice President for Administrative Affairs (“VPA”) a signed letter and/or email from the original representative indicating:
 - Official representative's name and approval
 - Proxy’s name and approval
 - Date of meeting for which the proxy is designated.
3. No representative may have more than one proxy during any GPSC meeting.
 - 3.1. Proxy representation will allow said proxy to vote in addition to their vote if they are also a current member, except for the purpose of elections and officer removal.
4. The GPSC VPA must verify the proxy’s graduate or professional student status.
5. If a representative does not attend, or send a proxy to, two consecutive GPSC meetings, the representative will receive notification of their eligibility to be terminated. The chair of the Internal Affairs Committee will be responsible for producing and notifying the representative.
 - 5.1. A representative who does not attend, or send a proxy to, three consecutive meetings or has not attended at least 40% of the general council meetings, will receive a termination notice; the appointing body or individual will also be notified of the termination and will need to either reappoint that representative or name a new representative.
6. A representative who does not attend, or send a proxy to, three consecutive meetings or has not attended at least 40% of the general council meetings, will receive a termination notice; the appointing department or RSO will also be notified of the termination and will need to either reappoint that representative or name a new representative.
7. RSO Representation and Participation Requirements
 - 7.1 Designation Timeline
 - 7.1.1 Each Registered Student Organization (RSO) must designate its official GPSC representative prior to the start of the Fall semester for the academic year.
 - 7.1.2 The designated representative’s information must be submitted in writing to the Vice President for Administrative Affairs (VPA) before the first scheduled GPSC meeting of the Fall semester.

- 7.1.3 RSOs that fail to designate a representative within this timeframe may be considered inactive for GPSC representation purposes until a representative is formally submitted.

7.2 Official Representative

- 7.2.1 Each Registered Student Organization (RSO) must designate its official GPSC representative prior to the start of the Fall semester for the academic year.
- 7.2.2 The designated representative's information must be submitted in writing to the Vice President for Administrative Affairs (VPA) before the first scheduled GPSC meeting of the Fall semester.
- 7.2.3 RSOs that fail to designate a representative within this timeframe may be considered inactive for GPSC representation purposes until a representative is formally submitted.

7.3 Purpose and Responsibility

The RSO representative is responsible for:

- 7.3.1 Attending GPSC meetings regularly
- 7.3.2. Communicating GPSC initiatives, funding opportunities, and updates to their RSO
- 7.3.3 Providing updates from GPSC to their RSO on a regular basis and relaying relevant concerns from their RSO to GPSC when applicable
- 7.3.4 Representing the interests and concerns of their RSO within GPSC
- 7.3.5 The intent of this role is to promote active engagement, improve communication, and ensure that graduate students are informed of resources and advocacy opportunities available through GPSC.

7.4 Attendance and Proxy Requirement

- 7.4.1 RSO representatives are expected to attend all scheduled GPSC meetings. If a representative is unable to attend, they must designate a proxy in accordance with existing GPSC proxy policies.
- 7.4.2 The proxy must be a graduate or professional student and must be formally approved through written communication submitted to the VPA prior to the meeting.
- 7.4.3 The proxy shall have full representation rights for that meeting, including participation and voting, as outlined in existing By-Laws.
- 7.4.5 The representative will receive a notification after the first unexcused absence as a reminder of attendance expectations.
- 7.4.5.1 Failure to attend or send a proxy for two consecutive meetings without communication may result in loss of funding eligibility for that semester. Continued non-attendance shall follow the existing termination procedures outlined in this Article.

7.5 Mid-Year Vacancy or Resignation

If an RSO representative resigns or is unable to fulfill their duties:

- 7.5.1 The RSO must designate a replacement within two weeks of the vacancy
- 7.5.2 The replacement must be formally reported to the VPA
- 7.5.3 The new representative shall assume responsibilities immediately upon approval

7.6 Funding Eligibility and Compliance

7.6.1 RSOs must maintain active representation in GPSC to remain eligible for funding consideration.

7.6.2 Funding shall not be suspended after a single absence

7.6.3 However, repeated non-participation (as defined by attendance and proxy policies) may result in temporary suspension of funding eligibility for that semester

7.6.4 Any suspension of funding eligibility will be reviewed and communicated by the GPSC Executive Board in coordination with the Vice President for Administrative Affairs

7.7 Consideration for Smaller RSOs

7.7.1 GPSC acknowledges that smaller RSOs may face capacity constraints. This policy is not intended to be punitive, but rather to ensure equitable access to GPSC resources, improve awareness, and strengthen engagement among graduate-focused organizations.

ARTICLE III - Officers and Elections

1. Officers

1.1. The President shall receive at least ¼-time graduate assistantship, and no more than ¾-time graduate assistantship.

1.2. Both Vice Presidents shall receive at least ¼-time graduate assistantship, and no more than ½-time graduate assistantship.

2. Graduate Council Representatives

2.1. The GPSC General Body will elect four Graduate Council Representatives during their Spring elections.

2.1.1. Elected representatives will serve for the entire academic year immediately following their election.

2.2. Graduate Council Representatives will be required to submit a report concerning the activities of their Graduate Council Committees to the VPG to be included in the VPG report at each scheduled GPSC general council meeting.

2.3. Graduate Council Representatives who do not attend two consecutive Graduate Council meetings or arrange to send a proxy will be notified of their eligibility to be terminated. The Vice President for Graduate School Affairs will be responsible for producing this letter and notifying the representative as well as the Internal Affairs Committee.

2.3.1. Representatives will have four business days to submit a written response with their intent to continue with explanation of their absences.

2.3.2. The Vice President for Graduate School Affairs will consult the Internal Affairs Committee within three business days of receiving the response. This meeting will be closed, and IAC members will vote to determine if the representative remains in the position. If in the case of a tie the VPG will be the deciding vote.

2.3.3. The VPG will send a written letter as notification of the decision within two

business days of the aforementioned meeting.

2.4. Graduate Council Representatives who do not attend two consecutive GPSC meetings or arrange to send a proxy will be notified of their eligibility to be terminated. The Vice President for Graduate School Affairs will be responsible for producing this letter and notifying the representative as well as the Internal Affairs Committee.

2.4.1. Representatives will have four business days to submit a written response with their intent to continue with explanation of their absences.

2.4.2. The Vice President for Graduate School Affairs will consult the Internal Affairs Committee within three business days of receiving the response. This meeting will be closed, and IAC members will vote to determine if the representative remains in the position. If in the case of a tie the VPG will be the deciding vote.

2.4.3. The VPG will send a written letter as notification of the decision within two business days of the aforementioned meeting.

2.5. The former representative may seek reappointment to that position by appealing in writing to the GPSC Executive Board prior to the next regularly scheduled GPSC meeting.

2.6. In the event that a Graduate Council Representative is disqualified, that position will be filled at the next regularly scheduled GPSC meeting by a vote of the GPSC membership. In the event of such an election, the former representative shall be entitled to be a candidate for the open position.

3. Elections

3.1. Election Commission

3.1.1. The GPSC must appoint an Election Commission to oversee elections to which these By-Laws are applicable. The Election Commission must consist of at least three members who are graduate students enrolled at SIUC.

3.1.2. The GPSC President will nominate Election Commission members for approval by the GPSC. This selection process will be completed not later than March 15 of each year and the Commission will be appointed for a one-year term. The members of the Commission shall be in office one year. If they leave the university for any reason, resign, or are removed, they will be replaced immediately with the same nomination and approval process described above.

3.1.3. The GPSC President will nominate one of the three Commission members to serve as Election Commissioner. This nomination is subject to GPSC approval.

3.1.4. The chair of the election commission will be determined by vote of commissioners.

3.1.5. The Election Commission shall:

- Interpret the Election By-Laws for the purpose of ensuring fair elections
- Designate an address for all correspondence with the Commission
- Determine whether or not a prospective candidate meets the qualification for candidacy
- Oversee the nominations
- Oversee the conduct of campaigns
- Verify and post an accurate list of qualified voters in conjunction with the Vice President for Graduate School Affairs

- Be responsible for the preparation of the ballots
- Oversee the conduct of regular elections and, if needed, run-off and special elections
- Determine the winning candidates by proper tally of the votes cast
- Submit to the GPSC the results of the elections
- Investigate and decide any protests, appeals, or charges of violation within its specified jurisdiction.

3.2. Candidate Qualifications

- 3.2.1. Candidates for the positions of President, Vice President for Administrative Affairs, Vice President for Graduate School Affairs, and Graduate Council representatives must be graduate or professional students enrolled and in good standing at SIUC for the term during which elections are conducted. These candidates need not be voting members of the GPSC during their candidacy

3.3. Nomination Procedures

- 3.3.1. Candidates who wish to have their names appear on the printed ballot must be nominated at either of the two regularly scheduled GPSC meetings preceding the election meeting.
- 3.3.2. Nominations must be moved and seconded by voting members of the GPSC. Nominees must be provided the opportunity to decline the nomination prior to balloting.
- 3.3.3. Members must be present to be nominated and cannot be accepted by proxy.

3.4. Conduct of Campaign

- 3.4.1. During an election meeting, candidates for the positions of President, Vice Presidents, and Graduate Council Representatives must have the opportunity to make speeches, answer questions, etc., prior to the voting. Candidates may use no more than the time shown below:

- Graduate Council Representatives (2 minutes)
- GPSC Vice Presidents (5 minutes)
- GPSC President (10 minutes)

The allotted time may be used for speeches, testimonials, questions from the floor, or other similar activities. Such activities will be conducted in the same order that nominations are made for each position.

3.4.2. Other Campaign Activities

- 3.4.2.1. Other campaign activities are not prohibited so long as these activities remain within the bounds of University policy and pertinent governmental rules and regulations.

3.5. Conduct of the Elections

- 3.5.1. The election of the GPSC officers must be conducted no later than the second to last scheduled meeting of a given year.
- 3.5.2. Election of Graduate Council Representatives must be conducted after the elections for the GPSC officers, but not later than the last scheduled meeting of a given year. The specific dates for these elections must be established by majority vote of the GPSC not later than March 1 each year.
- 3.5.3. Voting Eligibility: Elections must be held at a regularly scheduled meeting, and members eligible to vote must be in attendance at one of the three meetings immediately prior to the election.
- 3.5.4. The Election Commission must post the verified list of qualified voters at the GPSC office at least one week prior to an elections meeting.

- 3.5.4.1. The only reason the Election Commission can update the verified list of GPSC voting members, without a written challenge, prior to election is for items dealing with a student's standing with SIUC, which can be done until the time of the actual elections.
- 3.5.4.2. Any challenge to the validity of the list of qualified voters must be submitted in writing to the Election Commission no later than 48 hours prior to an elections meeting. All written challenges must be kept on file in the GPSC office until the time for election appeals is past.
- 3.5.4.3. The Elections Commissioner shall keep a written list of all changes that were made until time for election appeals is past. An appeal may be presented within seven days after the day of the election.
- 3.5.5. Ballots to elect the President and ballots to elect each of the Vice Presidents must be separate. Vice President and Presidential ballots must have a write-in section.
- 3.5.6. Ample time must be provided for voting. The completed ballot must be submitted by the voter. Each qualified voter may cast one vote for the GPSC Presidency, one vote for each of the GPSC Vice Presidencies, and one vote for each of the four Graduate Council Representative positions.
- 3.5.7. The Election Commissioner must review the list of eligible voters, order of events, time limits of speeches, and voting procedure at the beginning of the election period during the elections meeting.
- 3.5.8. Election Commissioners must follow the following sequence:
 - Presidential speeches (in order of nomination)
 - Presidential voting
 - Announcement of election results
 - Vice President for Administrative Affairs speeches (in order of nomination)
 - Vice President for Administrative Affairs voting
 - Announcement of Vice President for Administrative Affairs election results
 - Vice President for Graduate School Affairs speeches (in order of nomination)
 - Vice President for Graduate School Affairs voting
 - Announcement of Vice President for Graduate School Affairs election results
- 3.5.9. Ballots must be counted by the Election Commission in a location where any candidate (or designee) has the opportunity to observe the tallying of votes. If elections are held electronically, electronic voting data must be made publicly available.
- 3.5.10. Election of GPSC Officers - for each office, the candidate receiving in excess of 50% of the official eligible voting members in attendance will be declared the winner. In the case of no candidate receiving in excess of 50% of the official eligible voting members in attendance, a run-off election must be held during the same election meeting. The lowest vote getter from the initial election will no longer be a candidate.
- 3.5.11. Election of Graduate Council Representatives - four representatives must be elected. The four candidates receiving the largest number of votes cast will be declared the winners.
- 3.5.12. In the case of a tie which would involve the election of more candidates than there are positions, a run-off election must be held during the same

election meeting. At the discretion of the GPSC and by majority vote, the GPSC may decide to permit each tied candidate no more than five minutes to make additional remarks, answer questions, etc., prior to the casting of ballots. In a run-off election, a voter must not vote for more than the number of candidates needed to fill the seats remaining vacant.

3.6. Judicial Procedures

- 3.6.1. Any challenge (appeal charge of violation, protest, or similar concern) regarding the elections must be filed in writing within three business days after the date of the election in question.
- 3.6.2. In a case which involves the conduct of a candidate, candidates, or agents of a candidate, the Election Commission shall employ existing University policy and pertinent governmental rules and regulations along with its review of the submitted challenge to reach a determination.
- 3.6.3. The Election Commission may decide the appeal within three business days after the date of the filing of the challenge. This decision will be final and binding. Decisions made under part (1) of this section may not be appealed to the Special Judicial Body, or any other body at Southern Illinois University Carbondale.

3.7. Vacancies of Offices

- 3.7.1. In the event that any elected representative or officer resigns or is otherwise unable to complete the designated term of office, the GPSC Executive Board must declare the position vacant as soon as the vacancy is known.
- 3.7.2. The GPSC Executive Board must call for a special election to be held at the next GPSC meeting. All GPSC representatives, including properly designated proxies, in attendance at the meeting who were in attendance of the previous meeting will be allowed to vote in the special election.

ARTICLE IV- Boards and Committees

1. GPSC Boards
 - 1.1. Executive Board
 - 1.1.1. The GPSC Executive Board shall be formed as described in Article IV.1.1 of the GPSC Constitution.
 - 1.1.2. The GPSC President shall serve as chair of this Board.
 - 1.1.3. The Executive Committee shall have at least one sub committee: It's On Us Standing Committees.
 - 1.1.3.1. The co-chair for It's On Us will be selected by a majority vote of the Executive Board.
 - 1.2. The Fee Allocation Board
 - 1.2.1. The Fee Allocation Board may be composed of up to five GPSC Representatives.
 - 1.2.1.1. The Vice President for Administrative Affairs will serve as chair of the Board.
 - 1.2.1.2. The Vice President for Administrative Affairs will solicit and select appointees from the membership at the beginning of the Fall semester.
 - 1.2.1.3. The term of office shall extend until new appointments are made in the subsequent Fall semester.
 - 1.2.2. The Vice President for Administrative Affairs may expand membership of the Board by submitting a list of recommended appointees to the full Council for majority approval.
 - 1.2.3. The Fee Allocation Board shall approve by majority vote all applications for specific Event Funding and Operational Budget Funding. It will also advise the Executive Officers on any fiscal matter which they place before the Board.
 - 1.2.4. Members of the Board should abstain on any vote for the assignment of student fees where the Board member perceives a conflict of interest.
2. GPSC Committees
 - 2.1. Committee Guidelines
 - 2.1.1. Every committee will have at least three council members, and one member will serve as chair.
 - 2.1.1.1. The committee members once appointed will vote to determine their chair.
 - 2.1.1.2. The committee must notify the VPA of who their chair is no later than two business days after the decision is made.
 - 2.1.2. The chair of committees will not be a voting member of the committee unless there is a tie.
 - 2.1.3. Council members are allowed to sit on multiple committees but can only hold one chair position.
 - 2.1.4. Committees shall meet no less than monthly during the Fall and Spring academic semester unless otherwise approved by the executive board.
 - 2.1.5. The Vice President for Administrative Affairs shall inform the Chair of the committee in writing of the specific charges of the committee and the expected completion date.
 - 2.1.5.1. The Vice President for Administrative Affairs shall establish and maintain a file for each internal committee of the GPSC and for each University Committee with GPSC representation. The file shall contain:

- 2.1.5.1.1.1.1.1. The charge of the committee
- 2.1.5.1.1.1.1.2. Committee roster
- 2.1.5.1.1.1.1.3. Minutes or reports as applicable
- 2.1.5.1.1.1.1.4. Any other documents pertinent to the function of the committee. This file shall be maintained for a minimum of one calendar year from the date of establishment of the committee.

2.1.5.2. The Chair of each internal committee shall submit a written report to the GPSC President at least once a month. The Chair may request that a written report be distributed to the entire GPSC.

2.2. Public Relations Committee

2.2.1. Shall be responsible for producing and distributing all marketing and advertising for GPSC.

2.2.2. The public relations committee will also produce a monthly GPSC Newsletter.

2.3. Recruitment Committee

2.3.1. Shall be responsible for outreach for new membership.

2.3.1.1. This includes, but is not limited to, participating in Graduate School orientation, hosting tabling events, and attending the RSO fair.

2.4. Internal Affairs Committee (IAC)

2.4.1. All meetings of the IAC will be closed, unless an open meeting is approved by a simple majority vote of the committee.

2.4.2. IAC will be responsible for the following:

- Council Member Removal Process
- Graduate Council Representative Removal Process
- GPSC Internal Committee Chair Removal Process
- Executive Council Removal Process
- New RSO approvals

2.5. Programming Committee

2.5.1. The programming committee shall create programming with the intent of fostering community and engaging programs for all graduate and professional students.

2.6. Governing Documents Committee

2.6.1. At the beginning of every academic year, this board will meet to examine all operating papers of GPSC.

2.6.2. This committee does not have to meet monthly, but the general council can refer documents to this committee to be reviewed and edited.

2.7. It's On Us Committee

2.7.1. Shall follow the guidelines outlined by the governing documents of the It's On Us Committee.

2.8. The Diversity and Inclusion Policy Committee

2.8.1. This committee shall be composed of representatives from the available GPSC General Body and the GPSC Representatives to the Affirmative Action Advisory Committee and the GPSC Representatives to the Diversity Council.

2.8.2. The VGA will serve as chair of the Committee.

2.8.3. The VGA will solicit and select appointees from the General Body at the beginning of the Fall semester, with the exception to the GPSC

Representatives to the Affirmative Action Advisory Committee and the Diversity Council.

- 2.8.4. The term of office shall extend until new appointments are made in the subsequent Fall semester.
- 2.8.5. The VGA may expand membership of the Committee by soliciting additional volunteers on an as-needed basis.
- 2.8.6. The Diversity and Inclusion Policy Committee shall advise the Executive Officers on any University Diversity and Inclusion Policy matter which they place before the Board.
- 2.8.7. The Vice President for Graduate School Affairs will be charged with the convening of a body to facilitate the committee and act as chair. (Please see RSO Guidelines)

2.9. Select Committee on Grievances

2.9.1. Composition of the Investigatory Committee ("IC")

2.9.1.1. The IC may be composed of the Executive Committee of the GPSC, two selected Undergraduate Students, and selected non-voting Southern Illinois University (SIU) Administration to observe the investigation. The chair of the committee shall be selected in the manner described in item 1.2.

2.9.1.2. The Chair of the IC shall be selected from the participating members from the GPSC.

2.9.1.3. Those bringing the charges may not serve on the IC for purposes of impartiality.

2.9.2. Hearing of the Charges by the Investigatory Committee

2.9.2.1. The sole purpose of the IC under items 2 and 3 shall be to determine whether the charges are legitimate. Items 2 and 3 shall run concurrently at the hearing.

2.9.2.2. The IC in determining the "legitimacy" of the charges shall consider: Whether the charge is sufficient basis for recommended action; and whether the weight of the evidence is sufficient to require presentation of a defense.

2.9.2.3. Minutes of all meetings of the IC shall be recorded by one of the committee members.

2.9.2.4. The IC must meet to hear the charges against the charged person within five business days following the scheduled GPSC meeting when the IC is formed.

2.9.2.5. Only IC members, those bringing charges, and witnesses for the charges may be present at this meeting. A motion shall be passed to officially close the meeting. A motion shall be passed to allow comments from the floor.

2.9.2.6. Those bringing the charges must be present; however, if more than one person brings the charges, only one of them needs to be present. The persons bringing the charges are only those individuals who have signed the written charges at the time they were presented.

2.9.2.7. Deliberation by the IC shall be completed behind closed doors and away from the public. The IC shall listen to the charges and any evidence the charging entities wish to provide, and discuss it only after all persons,

- except members of the IC, have left the hearing room.
- 2.9.2.8. The IC shall vote on whether or not the charges are legitimate.
 - 2.9.2.9. There must be at least 51 % of votes in the affirmative to determine the legitimacy of the charges.
 - 2.9.2.10. If no affirmative votes are cast, the IC shall be immediately dissolved.
 - 2.9.2.11. If there are majority votes in the affirmative, the Chair shall forward a copy of the written charges, a copy of the meeting minutes, and any evidence presented at this meeting to the charged entity. Prior to the next steps outlined in 2.11 refer to 3.4 for options of defense. Any information that would identify the entities bringing the charges should be omitted from this correspondence. The identity of any witnesses or sources of information shall remain confidential if they so choose.
 - 2.9.2.12. Another meeting shall be scheduled by mutual consent of the IC and the charged entity within five business days of this meeting, at which time the charged entity may present a defense.
- 2.9.3. Hearing of the Defense by the Investigatory Committee
- 2.9.3.1. The IC must meet to hear the defense of the charged person.
 - 2.9.3.2. Only IC members, the charged entity and their witnesses may be present in the room during this portion. A motion will be passed to clear the room of non-essential people. A motion shall be passed to officially close the meeting.
 - 2.9.3.3. The IC shall listen to all of the defense and evidence. The IC shall vote on whether or not to retain the charges against the charged entity. The vote shall be taken by secret ballot.
 - 2.9.3.4. The charged entity shall be given no more than one hour to respond to questions during the meeting at which the charges are presented.
 - 2.9.3.5. The IC shall spend no more than one hour discussing the charges after the charged entity finishes answering questions.
 - 2.9.3.6. A motion may be made by a member of the IC to extend discussion beyond the time allotted. A motion to extend the time for discussion requires a 51% affirmative vote of the IC.
 - 2.9.3.7. A quorum of the IC must be present for discussion to take place. If one does not exist, the discussion and vote must be postponed until the next meeting. The discussion and vote on removal shall only be postponed one meeting under this Section. A vote must be taken at the next meeting event if a quorum is not present.
- 2.9.4. Presentation of the Investigatory Committee Findings to the Charged Entity
- 2.9.4.1. The information on the charges shall be sent out to the members of the charged entity if the charges are determined to be legitimate by the IC; after the procedures set forth in items 2 and 3 have been completed.
 - 2.9.4.2. The information on the charges shall not contain the identity of any of the person(s) bringing the charges unless that person(s) so waives that privilege to the IC in writing.
 - 2.9.4.3. No information shall be released to any media.
- 2.9.5. Presentation of the Recommendations of the Investigative Committee to the General Body of GPSC

- 2.9.5.1. The IC shall reconvene no less than five days after the presentation of the findings to the charged entity to recommend action to be taken by the charged entity to resolve the charges presented.
- 2.9.5.2. The IC may recommend only those actions as applicable under the constitution and/or operating paper of the charged entity where the disposition of individual members of the entity are concerned.
- 2.9.5.3. The IC may recommend only those actions as applicable under the policies and procedures of Southern Illinois University where the organization of the charged entity is concerned.
- 2.9.5.4. The IC may only make those recommendations necessary to resolve the current charges and prevent future systemic misconduct by the charged entity.
- 2.9.5.5. The IC shall present the recommendations to the advisor or advisory board of the charged entity, the Chancellor or their designee, the voting body of the charged entity, and the GPSC body as a whole upon their completion.
- 2.9.5.6. The IC shall request of the charged entity a written response to the charges no later than five days following the regularly scheduled meeting of the charged entity, or emergency meeting if warranted by the situation. A similar response will be requested of the chancellor or their designee, and the advisor or advisory board of the charged entity, and the voting body of the charged entity.
- 2.9.5.7. If the named parties fail to respond, or the response is deemed insufficient by the IC and the GPSC body as a whole, the charges and recommendations will be presented by GPSC to the Board of Trustees prior to the next scheduled Board meeting.
- 2.10. The establishment of committees by legislation in accordance with Article III, Section 3, item 3 of the GPSC Constitution shall include the specific charge of the committee and expected completion date of the committee report.
- 3. External Committees
 - 3.1. The President is responsible for making all appointments to University Committees and may delegate that responsibility to the Executive Committee. Votes taken by the Executive Committee on appointments to University Committees must be a majority vote. GPSC appointees to University Committees, and external committees, shall establish individual operating papers in concurrence with the GPSC Executive Board. These papers shall contain:
 - 3.1.1. The method of reporting to the GPSC
 - 3.1.2. The frequency of reports
 - 3.1.3. Any limitations of the representative's power
 - 3.1.4. A statement of the GPSC policy concerning its objectives in participating on the committee.
 - 3.2. GPSC appointees to any University or external committee, board, or panel shall conduct themselves in compliance with the expressly stated or official positions of the Graduate and Professional Student Council in the performance of their duties. When time permits, the appointee shall consult the Council to ascertain its position on matters pertaining to graduate and professional students, which they may encounter in their official capacity as a GPSC appointee to those bodies.
 - 3.3. GPSC appointees to University and external committees, boards or panels may be relieved of their duties by the GPSC President with the consent of the majority of

the Executive Board.

ARTICLE V- Removal Processes

1. Removal of the Council Members
 - 1.1. Order of removal of Council Members for reasons other than attendance shall be as follows:
 - 1.1.1. Anyone may bring forth allegations of constitutional/attendance violations to the Internal Affairs Committee.
 - 1.1.2. The Internal Affairs Committee will produce a bill of removal to the Council if the violations, upon the preponderance of the evidence, are found to be true.
 - 1.1.3. The respondent will only be removed by a 2/3 affirmative vote of the Council.
 - 1.1.4. The respondent has the right to speak on their behalf but may not vote on the bill of removal.
2. Removal of the Committee Chairs
 - 2.1. Order of removal of a committee chair shall be as follows:
 - 2.1.1. Anyone may bring forth allegations of constitutional violations to the Internal Affairs Committee.
 - 2.1.2. The Internal Affairs Committee, with a preponderance of evidence, will produce a bill of removal to the Council with or without recommendation.
 - 2.1.3. The chair will only be removed by a 2/3 affirmative vote of the Council.
 - 2.1.4. The chair has the right to speak on their own behalf.
 - 2.1.5. Removed chairs must appeal through the VPA.
3. Removal of the Executive Council
 - 3.1. Anyone may bring forth allegations of constitutional violations to the IAC.
 - 3.2. Once allegations of constitutional violations are brought to IAC, they must investigate said allegations to determine whether the charges are legitimate.
 - 3.3. Allegations must be brought to IAC within one month of the alleged constitutional violation.
 - 3.4. If an executive council member is alleged to be ineligible to hold office due to their academic standing or lack of good standing with the university, the allegation shall be taken to the GPSC advisor within one month.
 - 3.5. The IAC in determining the legitimacy of the charges shall consider:
 - 3.5.1. Whether the charge is sufficient basis for recommended action; and whether there is a preponderance of evidence to require presentation of a defense.
 - 3.5.2. The IAC must meet to hear the charges against the accused within five business days following the scheduled GPSC meeting when the IAC is formed.
 - 3.5.3. Only IAC members, those bringing charges and witnesses for the charges may be present at this meeting. A motion shall be passed to officially close the meeting. A motion shall be passed to allow comments from the floor.
 - 3.5.4. Those bringing the charges must be present; however, if more than one person brings the charges, only one of them needs to be present. The persons bringing the charges are only those individuals who have signed the written charges at the time they were presented.
 - 3.5.5. Deliberation by the IAC shall be completed behind closed doors and away from

- the public. The IAC shall listen to the charges and any evidence the charging entities wish to provide and discuss it only after all persons, except members of the IAC, have left the hearing room.
- 3.5.6. The IAC shall vote on whether or not the charges are legitimate.
- 3.5.7. There must be at least 51 % votes in the affirmative to determine the legitimacy of the charges.
- 3.5.8. If there are majority votes in the affirmative, the Chair shall forward a copy of the written charges, a copy of the meeting minutes, and any evidence presented at this meeting to the accused and the judicial board.
- 3.5.9. Any information that would identify the entities bringing the charges should be omitted from this correspondence. The identity of any witnesses or sources of information shall remain confidential if they so choose.
- 3.6. Hearing of the Defense
- 3.6.1. The IAC must meet to hear the defense of the accused.
- 3.6.2. Only IAC members, the accused and their witnesses may be present in the room during this portion. A motion will be passed to clear the room of non-essential people. A motion shall be passed to officially close the meeting.
- 3.6.3. The IAC shall listen to all of the defense and evidence. The IAC shall vote on whether or not to retain the charges against the accused. The vote shall be taken by secret ballot.
- 3.6.4. The respondent shall be given no more than one hour to respond to questions during the meeting at which the charges are presented.
- 3.6.5. The IAC shall spend no more than one hour discussing the charges after the accused finishes answering questions.
- 3.6.6. A motion may be made by a member of the IAC to extend discussion beyond the time allotted. A motion to extend the time for discussion requires a 51% affirmative vote of the IAC.
- 3.6.7. A quorum of the IAC must be present for discussion to take place. If one does not exist, the discussion and vote must be postponed until the next meeting. The discussion and vote on removal shall only be postponed one meeting under this Section. A vote must be taken at the next meeting event even if a quorum is not present.
- 3.6.8. The Chair of the Internal Committee will chair the removal proceedings in the Council.
- 3.6.8.1. If there is a conflict of interest between the respondent and the chair of the internal affairs committee, the IAC shall determine another member to chair the proceedings.
- 3.6.8.1.1. IAC reads the bill of removal to the Council and presents the collected evidence.
- 3.6.8.1.2. The accused has the right to speak on their behalf to the Council.
- 3.6.8.1.3. The President or Vice-President(s) will only be removed by a 2/3 affirmative vote of the Council present following the removal proceedings.
- 3.6.8.1.4. The President or Vice-President(s) has the right to speak on their own behalf.